

1/24/77

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WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Minutes	Cabinet Meeting, 1/24/77	1/24/77	A
Note	to Jordan, w/attachment, 2 pp. Re: ACDA <i>OPENED 1/17/13</i>	1/24/77	A
Note	Hutcheson to Jordan, w/attachments, 9 pp. Re: Candidates for EPA and CEQ	1/24/77	C

FILE LOCATION

Carter Presidential Papers, Staff Offices, Office of Staff Secretary, Presidential Handwriting File, 1/24/77 Box 4

RESTRICTION CODES

- (A) Closed by Executive Order 12356 governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

THE WHITE HOUSE
WASHINGTON

January 24, 1977

Greg Schneiders

The attached was returned in
the President's outbox. It is
forwarded to you for appropriate
handling.

Rick Hutcheson

Correspondence

THE WHITE HOUSE
WASHINGTON

January 21, 1977

TO: PRESIDENT CARTER
FROM: GREG SCHNEIDERS *GS*
RE: Immediate Action on Correspondence

1. I recommend that we acknowledge all congratulatory telegrams and letters with a simple card (see attached). The other options are a letter or no acknowledgement.

Card ✓ Letter None

2. Anne Higgins is now Director of Correspondence. I recommend that she be authorized temporarily to sign all correspondence that is prepared routinely in that department. The only letters sent out over your name would be those prepared by Frank Moore, Stu Eizenstadt, or Jack Watson.

Yes No

There are other questions on procedure to follow, but these need immediate attention to avoid developing a backlog.



Thank you for your very kind and thoughtful message of congratulations. It is encouraging to have the goodwill and support of the American people. Working together, I know we can go forward in peace with other nations and in progress here at home.

Gerald R. Ford

1/24/77

C

THE WHITE HOUSE
WASHINGTON

Cabinet:

- a) Memo re town meetings, etc.
- b) Memo re reorganization benefits
- c) " " Congressional legislation
- d) " " fireside chat items
- e) Thermostats
- f) List of commissions, etc to be abolished
- g) Recommendations re SBA, GSA, etc
- h) Class C personnel & status reports
- i) Schultze - Econ Stimulus
- j) Mondale's trip
- k) Sub Cabinet clusters

MISC:

- a) Buck stops here
- b) Waterpits

The President ✓

The Vice President ✓

The Cabinet Secretary ✓

Legis

48 → $\frac{30}{75\%}$

Q

1. State - Cyrus Vance ✓
2. Treasury - Mike Blumenthal ✓ NY - Anti-boycott
3. Defense - Harold Brown ✓ Budget Dept
4. Attorney General - Griffin Bell ✓ Legal Councils
5. Interior - Cecil Andrus ✓
6. Agriculture - Bob Bergland ✓ 127 adms Commis
weather
7. Commerce - Juanita Kreps ✓ Public works
NOR - fishing
Maritime - LNC
8. Labor - Ray Marshall ✓ OSHA Illegal aliens
9. HEW - Joe Califano ✓ 1/2 posits filled.
10. HUD - Patricia Harris ✓ Proxmire
11. Transportation - Brock Adams ✓
12. OMB - Bert Lance ✓

167 → 107 ✓
46% ✓
sim schell 3005 ✓
CPR CCA

13. Energy - James Schlesinger
14. CEA - Charles Schultze
15. NSC - Zbigniew Brzezinski
16. UN Ambassador - Andy Young
17. CIA Director -

THE WHITE HOUSE
WASHINGTON

1-24-77

To Anne Moss

Thank you for your
two fine letters.

You keep the Bible
for the time being for
me.

Enclosed is a copy of
my inaugural address.

This is one of the few
times when a reference
has ever been made to
any person - but Miss
Julia was special!

Love, Jimmy

X

THE WHITE HOUSE
WASHINGTON

1-24-77

To Mrs Percy Selden

Thank you for your
gracious note. Your
husband was such
a fine and accom-
plished man! His
death was a personal
loss to me. I was
thankful for his
friendship & confidence.

Love,
Jimmy

THE WHITE HOUSE
WASHINGTON

1-24-77

To Mr. John Sibley

Thank you for
your note of con-
gratulations & support.
Your superb leadership
in Georgia made pos-
sible the election of
someone like me as
President.

Jimmy

Sent to: Mr. John A. Sibley
25 Park Place N. E.
Atlanta, Georgia 30303

JOHN A. SIBLEY
ATLANTA

January 6, 1977

Honorable James E. Carter
Plains, Georgia

My dear Mr. President-Elect:

I have watched with interest the events occurring since your election and the intelligent manner in which you have handled each situation.

Your Cabinet appointments are excellent. The re-establishment of the dignity and authority of the Cabinet, the reduction in the White House staff is an important forward step that will add to the efficiency of Government operations and free you to deal with over-all public questions. It is a generally accepted fact that the Federal Government in its present state is unmanageable. I am sure you will make its operations more orderly and efficient and I hope you will return some of its present functions back to the states.

You and Rosalynn will bring to Washington a much needed example of simple living that will be a wholesome influence throughout the entire country.

Such friends as Judge Gunter, Philip Alston and Charlie Kirbo who have implicit confidence in your ability to handle the awesome responsibilities of this great nation gives confidence to the rest of us.

My best wishes to you and Rosalynn for a successful administration.

Sincerely,

John A. Sibley

JAS:fm

THE WHITE HOUSE

WASHINGTON

January 24, 1977

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: HUGH CARTER
FROM: RICK HUTCHESON
SUBJECT: White House Motor Pool

The President reviewed your memorandum of January 21 on the above subject and asked the following question:

"Why so many? "

Please follow up with appropriate action.

THE WHITE HOUSE
WASHINGTON

January 21, 1977

*Hugh -
Why so many?
J*

MEMORANDUM FOR THE PRESIDENT

FROM: HUGH CARTER *[Signature]*
SUBJECT: White House Motor Pool

The present motor pool inventory is as follows:

- 29 Chrysler Newport Customs
- 6 Dodge Monaco Station Wagons
- 9 Plymouth Valiants
- 3 Plymouth Volares - Spares
- 6 Dodge Vans
- 1 Dodge Pickup Truck - Groundskeeper
- 1 Dodge 2 1/2-ton Truck - Baggage
- 1 Plymouth Trailduster
- 1 Plymouth Station Wagon

The following can be eliminated without any serious problems:

- 9 Chryslers
- 2 Plymouth Valiants
- 1 Plymouth Trailduster

All vehicles, regardless of type or size, cost \$600 per year to rent. Chrysler Corporation pays for the maintenance.

After looking at full sized and compact Plymouths and Dodges, I feel we should switch to the full sized Plymouth. It still has the room but not the big car name. At the present time relicensing would cost about \$10,000. However, if we wait until the 1978 license year, no additional cost would be incurred.

All portal to portal service has been discontinued. Vehicles are restricted to official use only.

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PRESERVATION PURPOSES

January 21, 1977

STATEMENT OF PRESIDENT
JIMMY CARTER
ON NATURAL GAS SHORTAGES

C

As many Americans know from direct personal experience, this nation is confronted by near-critical shortages in natural gas supplies.

This has been one of the coldest winters in our history. Electric utilities are experiencing record demand. Great stress has been placed on supplies of alternative fuels for heating.

Plants have been forced to close down in a number of states *currently* affecting over 200,000 workers. An equal number of children have been turned out of their schools because of natural gas shortages.

As a former governor, I know firsthand the extent of the problem facing state governments which are presently attempting to deal with the crisis. I am even more concerned about the growing cost in human suffering that will increase if severe winter weather continues.

In order to deal with this situation in a prompt and coordinated fashion, Dr. Schlesinger, as my personal representative; Senator Adlai Stevenson and Representative John Dingell, the Chairmen of the respective Senate and House Subcommittees having jurisdiction over natural gas; Chairman Richard Dunham and the members of the Federal Power Commission, and consumer representative Lee White have today

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PRESERVATION PURPOSES

met with representatives of the nation's interstate pipelines to obtain a current measure of the shortage and to identify the options available to deal with the situation on an emergency basis.

The industry indicated willingness to work cooperatively with the government in dealing with the crisis. I can pledge that the government will use the full measure of its authority to respond forthrightly to minimize the adverse affects of this situation. I have instructed Dr. Schlesinger to work with Congressional leaders to develop emergency legislation that will augment our legal means to distribute equitably our available supplies to protect property and safeguard the health and safety of our people.

Some affirmative action has already been undertaken to help alleviate the situation. The Federal Power Commission has extended emergency orders to allow more intrastate natural gas to enter the interstate system. The Canadian Government has agreed to make additional natural gas available on an emergency basis. The Federal Energy Administration has been directed to review existing authorities to expedite the use of propane to supplement natural gas supplies and to assure that fuel oil supplies will be available to prevent localized spot shortages.

I recognize the critical need for the Legislative and the Executive branches to work together to put all the instrumentalities of government

to work to help alleviate this crisis. Today we are beginning this effort.

But the most important short-term priority will be to save energy. We can secure additional supplies and put an energy allocation program in place. But without public conservation, there may not be enough energy to allocate.

I am calling on all Americans whether their homes are heated by natural gas, heating oil or some other fuel, to turn their thermostats down to 65 degrees in the daytime and lower at night. By this action, great savings are possible. I am immediately directing that this discipline be observed in all government installations.

I have great confidence in our ability to respond effectively to deal with this crises and reduce consumption to manageable levels over the remainder of the winter. If we work together we will accomplish much and our reward will be measured in the jobs we save and the human suffering we alleviate.

Today's crisis is a painful reminder that our energy problems are real and cannot be ignored. This nation needs a coherent energy policy and such a program of energy action will be formulated promptly.

END

THE WHITE HOUSE
WASHINGTON

January 24, 1977

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: ZBIGNIEW BRZEZINSKI
FROM: RICK HUTCHESON *RH*

The President reviewed your memorandum of January 22 concerning the visit of Prime Minister Fukuda and approved this visit for March 21-22. It has been placed on his schedule.

cc: Tim Kraft

X

THE WHITE HOUSE
WASHINGTON

Note to Brz. from
me. The Pres has
approved for
Nov 21-22 + it
has been placed
on his schedule.

Rich

THE WHITE HOUSE
WASHINGTON

January 24, 1977

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: STUART EIZENSTAT
 FRANK MOORE

FROM: RICK HUTCHESON *RH*

SUBJECT: First Fireside Chat

The President reviewed your memorandum of January 22 on the above subject and made the following notation:

"I'll reserve judgment - slight delay is OK"

Please follow up with appropriate action.

cc: Ham Jordan

THE WHITE HOUSE
WASHINGTON

STY
FRANK
HAM

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

January 22, 1977

*Jim reviews
judgment -
Slight delay is
o.k.
J*

MEMORANDUM FOR: THE PRESIDENT
FROM: STUART EIZENSTAT *SE*
FRANK MOORE *Fm*
SUBJECT: First Fireside Chat

We talked this afternoon about your first fireside chat and feel that it should be pushed back a few days.

The need for prior discussions in your first legislative encounter with Congress is so important to future working relationships that the delay of a few days will permit the type of consultative process which will build a healthier relationship with Congress. This speech will inevitably be viewed as your State of the Union Address -- delivered to the public and not to Congress. In order to blunt this perception, the fullest possible consultation would be helpful.

Since the chat will involve more than simply the economic message, Frank feels that it will appear we are going over the heads of Congress without prior consultation, to outline the legislative package.

We believe that it will take longer than one week for us to make the rounds of the appropriate Committee Chairmen in the House and Senate to get their ideas about the speech and to suggest the directions we might be taking.

Since we want to have full involvement from the Cabinet Secretaries this would permit them to have a few extra days to outline their thoughts of what should be in the address.

The House will not be in session except for one day next week and therefore it would be difficult to bring in the Congressional leadership and the Committee Chairmen prior to the speech which should be done for you to outline the substance of your proposals.

We note that in Vice President Mondale's proposed Presidential Agenda, that he has your first fireside chat on February 13-19. Even with a few days delay this would accelerate that schedule.

STATIC REPRODUCTION
PRESERVATION PURPOSE

Because of the work which has been done previously on the legislative agenda which Stup presented to you and discussed with you in Plains, we can do the staff work in time. The reason for the delay is simply to make sure that we give the feeling of complete consultation with the Cabinet and Congress.

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

23 January 1977

TO: The President
FROM: Rick Hutcheson *RH*
SUBJECT: Memorandum from Stu and Frank on First
Fireside Chat

Hamilton had the following comments:

"I would support Frank and Stu's argument if a few days' delay helps us with the Congress.

"I would raise a different concern - that of possible media saturation. I don't think anyone is looking at the big picture. We are all in the eye of the storm and are not able to assess with any perspective the scheduling of major media events.

"The continuing problem and challenge of an active President is to prioritize goals and to publicize them accordingly. We don't want to ever send mixed signals to the American people. We don't want to send so many signals that the important ones are lost or forgotten.

"Some outside help and advice is needed. Rafshoon and Caddell should be consulted."

(copies have been sent to Rafshoon and Caddell for comments.)

WHITE HOUSE

WASHINGTON

January 22, 1977

MEMORANDUM FOR: THE PRESIDENT
FROM: STUART EIZENSTAT *SE*
FRANK MOORE *FM*
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THE WHITE HOUSE

WASHINGTON

January 24, 1977

To Lorenzo Garaffoni

I deeply appreciate your sending me the peanut shell landscapes. They are beautiful! Thank you for your thoughtfulness.

Sincerely,



Mr. Lorenzo Garaffoni
Via Cervignano 4/10
Genoa, Italy

*ps They will be in my
personal office.*



X

THE WHITE HOUSE
WASHINGTON

January 24, 1977

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: JIM FALLOWS
FROM: RICK HUTCHESON *RH*
SUBJECT: Two Questions on Speechwriting

The President reviewed your memorandum of January 21 on the above subject and made the following decisions:

1) Ceremonial Speeches

"Yes"

2) Staff Meetings, et cetera

"OK - don't overdo it."

Please follow up with appropriate action.

cc: Jody Powell

THE WHITE HOUSE
WASHINGTON

23 January 1977

Mr. President:

Jody Powell's comment on the
attached memorandum:

"I think Jim is right on the
first point.

"On the second, he should be
free to sit in on almost any
meeting, but should be careful
not to waste his own time."

Rick Hutcheson

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

January 21, 1977

To Jim
J

MEMORANDUM - ACTION

TO: THE PRESIDENT

CC: JODY POWELL

FROM: JIM FALLOWS *J. Fallows*

ABOUT: Two Questions on Speechwriting

1) Ceremonial Speeches

From conversations with White House speechwriters of years gone by, I understand that the great majority of the material produced is for ceremonial occasions -- going to the Rose Garden, for example, to greet the visiting delegation of Girl Scouts. In the last few years formal drafts have been prepared for most of these events. (The Ford speechwriters said they stopped using "talking points" after one occasion when Ford picked them up and began reading them verbatim.)

From everything I know about your speaking style, it seems to me that you would prefer merely to have an outline -- a few salient facts to use and points to make in your casual remarks, rather than a formally prepared script. If that is so, I will have ceremonial material prepared that way, which will save your time and ours.

(Yes/No)

Yes

2) Staff Meetings, et cetera

On more substantive speeches, I think that the more familiar I am with the arguments and assumptions that lie behind your decisions, the more successful I will be in helping present them. For that reason, I would ask that, without getting seriously underfoot, I be routinely included in as many staff meetings, Cabinet meetings, and other gatherings of the sort as possible. During the campaign I found the ambiance of the plane, and the frequent opportunities to talk with Stu, Greg, Jody, and others, were great help in providing me that background. I am making this request in an attempt to retain the exposure which will lead to speeches that express your feelings best.

(Yes/No)

ok - don't overdo it -

J.C.

THE WHITE HOUSE
WASHINGTON

Mr. President:

*to
file
N.H.*

You are scheduled to
see Robert W. Crandall,
Acting Executive
Director of the Council
on Wage and Price
Stability, at your
request. :

See attached memorandum.

Rick Hutcheson

C

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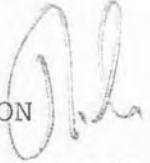
MEMORANDUM

THE WHITE HOUSE

WASHINGTON

1/24/77

TO: TIM KRAFT
HAMILTON
BOB LIPSHUTZ
FRANK MOORE
STU EIZENSTAT
JACK WATSON
JODY POWELL
DICK MOE
BOB LINDER.

FROM: RICK HUTCHESON 

SUBJECT: Appointment of Acting Executive Director of the
Wage and Price Council

The President today signed the appointment of Robert Crandall as Acting Executive Director.

Hamilton: The President's note to you said "Have him see me."
I have notified Tim Kraft.

Bob Lipshutz: As the appointment is acting, I will not ask
John Moore to clear Crandall for conflict
of interest unless you otherwise direct.

Tim Kraft: The President asked to see Crandall.

X

MEMORANDUM

THE WHITE HOUSE
WASHINGTON

Ham
Have him see
me
J

ACTION

23 January 1977

TO: THE PRESIDENT
FROM: HAMILTON JORDAN
SUBJECT: Appointment of Acting Executive Director
of the Council on Wage and Price Stability

Charles Schultze requests the appointment of Robert W. Crandall, a career civil servant, as acting Executive Director of the Council on Wage and Price Stability. Blumenthal concurs.

Schultze feels that the Council should not be leaderless in the interim before the new Executive Director is selected.

Watson, Lipshutz, Moore and I concur.

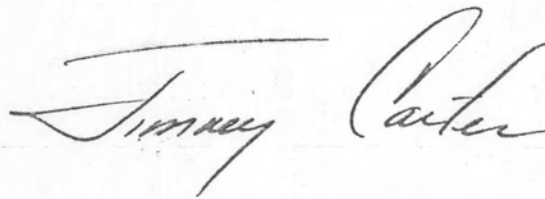
If you agree, please sign the attached Order.

This will enable the Council to have leadership until permanent director can be named.
H.J.

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ORDER

I hereby designate Robert W. Crandall
as Acting Director of the Council on Wage and Price
Stability.

A handwritten signature in cursive script, reading "Jimmy Carter". The signature is written in dark ink and is positioned above the typed name "JIMMY CARTER".

JIMMY CARTER

THE WHITE HOUSE
WASHINGTON

23 January 1977

Mr. President:

Stu Eizenstat had the following comments on the attached memorandum:

"I agree with comments 1 and 2 regarding Mr. Smith, but would prefer someone closer to Ted Sorenson's philosophical views, such as Paul Warnke, for the post of D.C.I. It should not appear that the Administration has accomodated the right because of the pressure they applied to the Sorenson nomination."

Watson, Jordan, Lipshutz, Moore and Powell had no comment.

Rick Hutcheson

MEMORANDUM

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

9
/

INFORMATION

January 21, 1977

MEMORANDUM FOR: THE PRESIDENT
FROM: ZBIGNIEW BRZEZINSKI 28.
SUBJECT: Appointments to Presidential
Advisory Boards

1. Gerard Smith has indicated to me his willingness, and even desire, to serve:
 - a) on the President's Foreign Intelligence Advisory Board
 - b) as Chairman of the General Advisory Committee of the Arms Control and Disarmament Agency, a statutory position
2. He is eminently qualified to be considered for both posts.
3. He is also suited, by virtue of his background, political profile, and character, to be considered for the position of Director of Central Intelligence.

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1/24/77

Hamilton Jordan -

*Appts to
Presidential
Advisory Board*

THE WHITE HOUSE
WASHINGTON

January 24, 1977

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR:

BOB LIPSHUTZ

FROM:

RICK HUTCHESON *RH*

The President reviewed your memorandum of January 22 concerning the FBI Committee and requested Judge Griffin Bell's comments.

Please follow up with appropriate action and return Judge Bell's comments to this office.

THE WHITE HOUSE
WASHINGTON

TO JUDGE
BELL FOR
COMMENTS

NOTE TO BOB
LIPSHITZ THAT
PRES WANTED
BELL'S comment

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE

WASHINGTON

*Griffin
Comment
J*

January 22, 1977

MEMORANDUM

FOR: PRESIDENT CARTER
JUDGE GRIFFIN BELL

FROM: BOB LIPSHUTZ

Pursuant to our discussion on Friday, I am attaching a copy of an Order which was prepared by Attorney General Levi in September, along with correspondence which I have received from Mrs. Rita Hauser, who was one of the appointees of Attorney General Levi.

It is my understanding that, because of the campaign, the Committee did not actually begin to function. Nevertheless, it appears that the approach which is addressed by this action is generally consistent with the ideas that we discussed and therefore should be useful to us.

Attachment

MEMORANDUM

RITA E. HAUSER

To: Bob L. -

Date: 1/19

Subject:

There is some of the background material on the FBI Committee.

I think, if you people do it, it should be a presidential Committee, appointed by Carter with some fanfare. This can be a real plus in my view if the chairperson is right. Love to Betty - R

THE ATTORNEY GENERAL
WASHINGTON

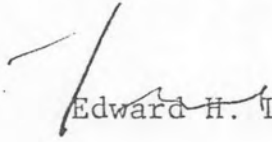
September 9, 1976

Mrs. Rita E. Hauser
Stroock & Stroock & Lavan
61 Broadway
New York, New York 10006

Dear ~~Mrs. Hauser~~ *Rita*

I am greatly pleased that you have agreed to serve as a member of the Advisory Committee on the Federal Bureau of Investigation. I believe the contribution the Committee will make to the consideration of FBI policies will be of great significance. I am enclosing for your information a copy of the Order establishing the Committee as well as its Charter. I will be in touch with you shortly to arrange a meeting.

Sincerely,


Edward H. Levi



Office of the Attorney General
Washington, D. C. 20530

ESTABLISHING THE GENERAL ADVISORY COMMITTEE
OF THE FEDERAL BUREAU OF INVESTIGATION

Order No.

By virtue of the authority vested in me by 28 U.S.C.
§ 509, it is ordered as follows:

1. Establishment of the Committee. There is hereby established the General Advisory Committee of the Federal Bureau of Investigation (hereinafter the "Committee").

2. Membership. The Committee shall consist of a Chairman and six other members, each appointed by the Attorney General for a term of two years. The membership shall consist of persons with knowledge and experience in the fields of public affairs, government, law enforcement, criminal justice, and civil rights.

3. Functions. The Committee shall, as requested by the Attorney General or the Director of the Federal Bureau of Investigation, provide advice to the Attorney General and the Director concerning the general operations and policies of the Bureau.

4. Compensation; Staff.

(a) Each member of the Committee may receive compensation for each day he is engaged in the work of the Committee, at a rate not exceeding the daily equivalent of the maximum rate for GS-15. Each member may also receive travel expenses, including per diem in lieu of subsistence, as authorized by law (5 U.S.C. § 5703) for persons intermittently employed in the Government service.

(b) Staff support for the Committee shall be provided by the Office of the Attorney General.

5. Termination. The Committee shall terminate two years after its establishment unless it is renewed, in accord with § 14(a)(2)(A) of the Federal Advisory Committee Act (5 U.S.C. App. I), by the Attorney General.

6. Certification. In accord with § 9(a)(2) of the Federal Advisory Committee Act, it is hereby certified that creation of the General Advisory Committee of the Federal Bureau of Investigation is in the public interest.

Date: , 1976.

Edward H. Levi
Attorney General

CHARTER
GENERAL ADVISORY COMMITTEE OF
THE FEDERAL BUREAU OF INVESTIGATION

A. The official designation of this committee is the General Advisory Committee of the Federal Bureau of Investigation.

B. The objectives of the Committee are to assist the Attorney General and the Director of the FBI by providing advice regarding the operations and policies of the FBI.

C. The Committee will terminate after two years, unless it is extended by the Attorney General in accord with the requirements of the Federal Advisory Committee Act.

D. The Committee reports to the Attorney General and the Director of the FBI.

E. Support for the Committee is provided by the Office of the Attorney General.

F. The duties of the Committee are, as requested by the Attorney General or the Director of the FBI, to provide advice to the Attorney General and the Director of the FBI concerning the general operations and policies of the Bureau.

G. The estimated annual operating costs for the Committee are \$34,000 and one-half of a man-year.

H. It is estimated that the Committee will meet in all day sessions from four to six times a year.

Date of filing of this charter: , 1976.

THE WHITE HOUSE
WASHINGTON

January 24, 1977

Hamilton Jordan -

The attached was returned in
the President's outbox. It is
forwarded to you for appropriate
handling.

Rick Hutcheson

*appts by (A)
Sec. Bigland &
Marshall (Laker)*

THE PRESIDENT HAS SEEN.

TO: THE PRESIDENT

FROM: HAMILTON JORDAN

H.J.

1/21/1977

Please find attached profiles and summaries from Secretaries Bergland and Marshall on appointments in their departments.

They have both put together good teams and have worked closely with us.

Marshall has assembled a good team of young, hardworking labor professionals. Out of the seven persons he is seeking approval on, two are black and one is a woman. He has at least two other women that he will use in positions that are at least Assistant Secretary level. He offered a position to Alex Mercure who opted instead for a position in Agriculture.

*be sure
This is
done
J*

Bergland has done well also. I have been impressed with the very thorough approach that he has taken in assembling his team. He is using Carol Foreman in a key position and has

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also offered a key position to Bob Meyer. Because California is the largest agricultural producing state in the country, they have traditionally had at least one person in a key position. The placement of Bob Meyer satisfies that tradition. Bob is, of course, utilizing Alex Mercure who has been much sought after.

I would recommend our approval of these appointments.

Approve ✓

Disapprove


A handwritten signature, possibly "J.C.", in dark ink, located to the right of the "Approve" and "Disapprove" lines.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 21, 1977

To: The President
From: Bob Bergland
Secretary
Subject: Assistant Secretary Recommendations



RURAL DEVELOPMENT - Alex C. Mercure

Present Vice President for Regional and Community Affairs, University of New Mexico, Albuquerque, New Mexico. Age: 45; married (Margaret), five children. Two decades of experience in problems of rural development and the rural poor ranging from minority business enterprises to mental health for children. Active in rural programs sponsored by the National Council of Churches and educational Institutions. Has known failures as well as successes. Hispanic. Has agreed to serve.

INTERNATIONAL AFFAIRS AND COMMODITY PROGRAMS - Dale Hathaway

Now Director of the International Food Policy Research Institute. Fifty-one years old; married (Helen), four children. Distinguished career and reputation in international food policy and research. Directed Ford Foundation Asia and Pacific program, former Chairman of the Department of Agricultural Economics at Michigan State University. Sensitive to people needs and cognizant of public relations. Hathaway has not been contacted for agreement to serve.

CONSERVATION, RESEARCH AND EDUCATION - M. Rupert Cutler

Currently on the Michigan State University faculty specializing in resource development in forestry, wildlife and fisheries as well as recreational development and education through Extension Services. Forty-three years old; married (Gladys), three children. Far-sighted. Willing and capable of reexamining USDA's mission in the area of research and education. Understands need for top level long-term research. Willing to serve.

2-The President-January 21, 1977

NUTRITION AND CONSUMER SERVICES - Carol Foreman

Executive Director of the Consumer Federation of America. Age: 38. Nationally Recognized voice for consumer interests. Would demonstrate our serious efforts to involve and consider consumers in USDA policy. Reasonable, works well with others to find middle ground. Willing to serve.

MARKETING - Robert H. Meyer

Farmer and businessman. Age: 43; married, five children. Suggested balance to Ms. Foreman. Excellent contacts in California. Close relationship with producers. Serves on the boards of Cotton Inc., Western Cotton Growers, and several other producer and marketing organizations. Early supporter. Willing to serve.

DIRECTOR OF AGRICULTURAL ECONOMICS - Howard Hjort

Now Schnittker's partner in agricultural economics consulting firm. Married (Ellen), five children; 45 years old. Has been a farmer. Flexible and farsighted. An able administrator and budget analyst. Rated high in his profession, considered highly effective. Has not been contacted about availability.

ok
J.C.

U.S. DEPARTMENT OF LABOR

WASHINGTON

January 21, 1977

MEMORANDUM FOR: MR. LANDON BUTLER
DEPUTY ASSISTANT TO THE PRESIDENT

FROM: RAY MARSHALL *RM*
Secretary of Labor - Designate

The men and women who will fill the top policy positions in the U. S. Department of Labor have been selected foremost for their ability to get things done. Significantly, in selecting persons for these top-level positions, we have taken no chances. We have named women, minority-group members and others who have impressive abilities and credentials.

Robert J. Brown, my choice to be Under Secretary of Labor, exemplifies the very finest qualities of a first-rate administrator for carrying out the day-to-day operations of this Department. As Under Secretary, he complements me extremely well for his key administrative abilities. Not only has he proven himself as an administrator for getting things done -- and getting them done well -- he possesses an intimate knowledge of the full range of activities of the Department in Washington, D. C., and the field. I have the utmost confidence in Bob Brown, and assure you that we will work exceedingly well together, just as the two of us will work harmoniously with the talented team we are building.

I wish to reiterate that the one key element in determining these top selections has been that each has demonstrated the ability to get things done in a dynamic, efficient and effective way.

The following are my recommendations for immediate personnel assignments:

POSITION: Under Secretary of Labor
SELECTION: Robert J. Brown

BIOGRAPHICAL SKETCH: Brown, 47, has broad administrative background in federal and state employment security operations, has been Administrator, Denver Region, Employment and Training Administration, U. S. Department of Labor, since 1974. From August 1972 to 1974, he was Associate Manpower Administrator and Director of the U. S. Employment Service. He had national responsibility for the 50 State employment services and their nearly 2,400 local offices. He was responsible for administering an employment security budget of approximately \$1 billion and a system employing more than 70,000 workers. He was Associate Manpower Administrator and Director, U. S. Training and Employment Service from August 1969 to August 1972. This included nationwide responsibility for the nation's multi-billion dollar program of employment training and technical assistance to manpower systems and programs carried out by the 50 state employment services and over 10,000 manpower training contractors. Also, he was Assistant Manpower Administrator for Special Assignments, U. S. Labor Department, November 1966 to August 1969; Commissioner, Minnesota Department of Employment Security and Deputy Commissioner, Minnesota Conservation Department, July 1963 to February 1965; Personnel Director, Minnesota Department of Conservation, 1955 to 1963; and President and several other positions, Local 41, United Auto Workers, 1948 to 1953.

His most important talent is as a strong administrator; he gets the job done and has a comprehensive knowledge of the Department system.

POSITION: Assistant Secretary for Employment and Training
SELECTION: Ernest G. Green

BIOGRAPHICAL SKETCH: Green, 35, who has played a pioneering role in efforts to bring blacks and other minority group members into the building trades, has been Executive Director, Recruitment and Training Program (R - T- P), New York City, since 1967. In this position, he directed a nationwide outreach program for placing minority group members in apprenticeships -- and to a lesser degree in white-collar jobs -- through 49 offices in 18 States. Since the program's inception nearly 10 years ago, he has directed the effort that has resulted in placement of more than 17,000 minority workers in apprenticeships in building trades.

Mr. Green's honors include receiving the Outstanding Public Service Award given by John D. Rockefeller, 1976; the A. Philip Randolph Award of the Negro Trade Union Leadership Council, 1976, and the Workers Defense League's Freedom in America Award, 1975.

POSITION: Assistant Secretary for Labor-Management Relations
SELECTION: Francis X. Burkhardt

BIOGRAPHICAL SKETCH: Burkhardt, 32, a labor official for the past eight years, has been Research Director, International Brotherhood of Painters and Allied Trades, AFL-CIO, since 1970. He has been responsible for collective bargaining negotiations on numerous national agreements and in many local situations. Burkhardt's past positions include: Director of Policy and Issue Analysis, Executive Office of the President, Pay Board, 1971-72; Assistant to the Director, Department of Legislation, AFL-CIO, 1969; and staff member, Department of Research, AFL-CIO, 1969.

A native of Philadelphia, Pa., he received a B.S. degree from Temple University (1966), making the Dean's List, and did graduate work in economics at the University of Maryland (1966-68).

POSITION: Director, Women's Bureau, Department of Labor
SELECTION: Alexis M. Herman

BIOGRAPHICAL SKETCH: Ms. Herman, 29, has been National Director, Women's Programs, Minority Women Employment Program, Recruitment and Training Program, Inc., in Atlanta, Ga., since November 1974. She is responsible for planning, administering, supervising, coordinating and implementing a seven-city program geared to assist minority group women in securing white-collar jobs in private industry. Her other major positions include: Director, Black Women Employment Program, Southern Regional Council, Atlanta, February 1972 to November 1974; Consultant/supervisor, Recruitment and Training Program, handling recruitment hiring and training of the program staff for Houston, Texas, 1973-74; Social worker, Catholic Social Service, Mobile, Ala., September 1969 to February 1972; and Outreach worker, Recruitment and Training Program, Pascagoula, Miss., May 1971 to December 1972. She received a B. A. degree in sociology from Xavier University, New Orleans in 1969.

POSITION: Assistant Secretary for Policy, Evaluation and Research
SELECTION: Arnold H. Packer

BIOGRAPHICAL SKETCH: Packer has been Chief Economist for the U. S. Senate Committee on the Budget since 1974. From 1971 to 1974, he was senior economist for the Committee for Economic Development, serving as project director for the CED's study of the energy problem. He has also been: Economist, Director's Staff, Office of Management and Budget, 1969 to 1971; and Project leader, Research Triangle Institute, Research Triangle Park, N. C., applying varied techniques to economic planning and community health systems, 1965 to 1969.

He holds a B. S. degree in mechanical engineering, Brooklyn Polytechnic Institute, N. Y., 1956, an M. S. degree in business administration, Sacramento (California) State, 1965, and a Ph.D. in economics, University of North Carolina, Chapel Hill, 1969.

Packer has strong support from ranking Democratic members of the Senate, leading economists and academia.

POSITION: Deputy Under Secretary for International Affairs
SELECTION: Howard D. Samuels

BIOGRAPHICAL SKETCH: Samuels, 52, has been Vice President, Amalgamated Clothing and Textile Workers Union (formerly Amalgamated Clothing Workers of America) since 1966. He has been a member of the National Manpower Advisory Council, Commission on Population Growth and the American Future, Labor Policy Advisory Committee on Multi-National Trade Negotiations and Management-Labor Textile Advisory Committee. He has served as acting chairman of the Labor Sector Advisory Committee. From 1949 to 1964, he was staff representative, assistant president, Amalgamated Clothing Workers of America. In 1965, he was Vice President, New School for Social Research.

A native of New York City, he received a B.A. degree from Dartmouth College in 1948, graduating Phi Beta Kappa.

POSITION: Executive Assistant and Counsellor to the Secretary
SELECTION: Paul H. Jensen

BIOGRAPHICAL SKETCH: Jensen, 30, directed the Department of Labor Carter/Mondale Transition Planning Group, formerly served on the National Issues and Policy Staff of the Carter/Mondale Campaign

and as the Deputy Director of the 1976 Democratic National Platform Committee. Prior to his work in national policy and political affairs, he worked for the Minnesota State Planning Agency. He was a Ph.D. candidate with the University of Minnesota; and received a Masters Degree in International Affairs from the Johns Hopkins University. In each of these areas of activity, he was required to work on major economic policy issues as well as other matters that are of concern to the Department of Labor.

ok
J.

Copy to Susan Clough for action 1/25/77

cc to Bob Linder for FYI

THE PRESIDENT HAS SEEN.

THE WHITE HOUSE
WASHINGTON

Mr. President--

Attached are the two samples of
"block style" and "indented" which
you wanted to see re foreign
officials' correspondence.

Please note that there are
examples of Bahrain, showing a
"long" address....and Australia,
showing a "short" address.

Please indicate your preference.

(SSC)

*I like
block style.*

ELECTROSTATIC REPRODUCTION MADE FOR
PRESERVATION PURPOSES

THE WHITE HOUSE

WASHINGTON

////////// //, 1977

Dear Mr. Prime Minister:

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Sincerely,



His Excellency
Shaykh Khalifa bin Salman Al Khalifa
Deputy Amir and Prime Minister
of the State of Bahrain
Manama

ELECTROSTATIC REPRODUCTION MADE FOR
PRESERVATION PURPOSES

THE WHITE HOUSE

WASHINGTON

////////// //, 1977

Dear Mr. Prime Minister:

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Sincerely,



The Right Honorable
John Malcolm Fraser, M.P.
Prime Minister of Australia
Canberra

ELECTROSTATIC REPRODUCTION MADE FOR
PRESERVATION PURPOSES

Sample

JIMMY CARTER

January 18, 1977

Dear Mr. Prime Minister:

This is a sample format of the indented style of correspondence which has been used by the State Department for foreign officials.

This particular specimen is to provide an example of a letter to a foreign official with a "long" title and address.

Sincerely,



Jimmy Carter

His Excellency

Shaykh Khalifa bin Salman Al Khalifa,
Deputy Amir and Prime Minister of the
State of Bahrain,
Manama.

although the stationery differs in size.... the margins are also different.... thus making "all things equal".

Sample

JIMMY CARTER

January 18, 1977

Dear Mr. Prime Minister:

This is a sample format of the indented style of correspondence which has been used by the State Department for foreign officials.

This particular specimen is to provide an example of a letter to a foreign official with a "short" title and address.

Sincerely,

Jimmy Carter

The Honorable
John Malcolm Fraser, M.P.,
Prime Minister of Australia,
Canberra.

9247

R A THE PRESIDENT HAS SEEN.

AM-WEATHER SKED 1-24

BY UNITED PRESS INTERNATIONAL

ENERGY CRISES MOUNTED IN OHIO, PENNSYLVANIA AND OTHER STATES MONDAY IN ONE OF THE BITTEREST AND MOST UNRELENTING WINTERS ON RECORD. THE FEDERAL GOVERNMENT TOOK ACTION TO KEEP HOMES WARM.

FRESH SNOW, SLEET AND RAIN BELTED THE SOUTHLAND.

THE FLORIDA EMERGENCY BOARD OF THE U.S. AGRICULTURE DEPARTMENT SCHEDULED A MEETING TO DETERMINE WHETHER DAMAGE TO CITRUS AND VEGETABLE CROPS MADE THE STATE A DISASTER AREA. A 10-DAY EMBARGO ON FLORIDA CITRUS SHIPMENTS TOOK EFFECT.

GOV. OTIS R. BOWEN DECLARED AN "ENERGY EMERGENCY EXISTS IN THE STATE OF INDIANA."

GEORGIA OFFICIALS SAID A WORSENING NATURAL GAS SHORTAGE HAS FORCED AN ESTIMATED 75,000 PERSONS FROM PAYROLLS TOTALING \$30 MILLION A WEEK. GOV. GEORGE BUSBEE SAID THE STATE IS SEEKING CANADIAN NATURAL GAS AND WILL CONSIDER EMERGENCY LEGISLATION IF NECESSARY. THE ATLANTA GAS LIGHT CO. PLEADED WITH COMMERCIAL CONSUMERS TO CUT HOURS OF OPERATION AND EVEN HOSPITALS WERE ASKED TO DIAL DOWN THERMOSTATS.

IN WASHINGTON, THE FEDERAL ENERGY ADMINISTRATION SAID IT WILL ORDER FIVE REFINERS TO PRODUCE MORE KEROSENE FOR HOME HEATING. THE ACT MAY CUT FUEL AVAILABLE FOR AIRLINES, BUT ACTING FEA ADMINISTRATOR GORMAN SMITH SAID "PROTECTION OF THE PUBLIC HEALTH, SAFETY AND WELFARE REQUIRES THESE MEASURES."

WHILE OTHER STATES WEARIED OF SNOW, COLORADO GOV. RICHARD LAMM -- FEARFUL THAT THE STATE MAY BE FACING ITS WORST DROUGHT SINCE DUST BOWL DAYS -- TOLD LEGISLATIVE LEADERS HE NEEDS AT LEAST \$150,000 FOR CLOUD-SEEDING. THE STATE DESPERATELY NEEDS SNOW IN THE MOUNTAINS, HE SAID.

COLD-INDUCED ENERGY SHORTAGES HAVE PUT PENNSYLVANIA IN A STATE OF EMERGENCY SINCE LAST WEEK AND A NATURAL GAS EMERGENCY WAS DECLARED OVER THE WEEKEND IN OHIO.

OHIO GOV. JAMES RHODES CALLED THE LEGISLATURE INTO SPECIAL SESSION TUESDAY TO DEAL WITH THE WORST ENERGY CRISIS IN THE STATE'S HISTORY. THE PHILADELPHIA GAS WORKS SAID FURTHER CUTBACKS MIGHT BE NECESSARY, EVEN THOUGH MAYOR FRANK RIZZO SAID HE BELIEVES THE CITY IS BEING "RIPPED OFF."

NEW SNOWS IN THE SOUTHLAND PILED UP A HALF-FOOT DEEP IN NORTHWEST GEORGIA. THE SNOW WAS ONLY AN INCH DEEP AT KNOXVILLE, TENN., BUT THAT WAS THE HEAVIEST FALL OF THE WINTER AND ENOUGH TO CLOSE SCHOOLS.

NEAR JACKSON, TENN., A SCHOOL BUS WITH 32 CHILDREN ABOARD SLID ON A ICE-COVERED DOWNHILL CURVE, GRAZED A BRIDGE RAILING, AND OVERTURNED IN A WATER-FILLED DITCH. EIGHTEEN CHILDREN WERE HURT.

THE TOWN WELL WAS DRY IN THE ALABAMA MOUNTAIN VILLAGE OF GAYLESVILLE BECAUSE THE TOWNSFOLK PUMPED TOO MUCH WATER TO KEEP THEIR PIPES FROM FREEZING.

THE NATIONAL GUARD BEGAN TRUCKING WATER TO GAYLESVILLE OVER THE WEEKEND. TOWNSFOLK WERE ALREADY BUSY HAULING JUGS AND BUCKETS OF WATER TO THEIR HOMES.

MAYOR KATHERYN BLACK SAID SHE MAY HAVE TO ASK WASHINGTON TO HELP OUT.

"WE'RE IN TROUBLE," SHE SAID. "I THINK IF THERE'S EVER BEEN AN EMERGENCY, WE'VE GOT ONE. WE'RE GOING TO HAVE TO START HOLLERING UP HERE AND SEE IF WE CAN SOME MONEY OUT OF WASHINGTON TO BAIL US OUT."

UPI 01-24 04:29 PES

9248

R W

AM-CARTER CORRECTION 11TH GRAF A244 1-24

CORRECTION CARTER WASHINGTON 11TH GRAF READ IT XXX JERROLD L. SCHECTER, ETC, (JERROLD STED JERALD)

UPI 01-24 04:31 PES

ELECTROSTATIC REPRODUCTION MADE FOR
PRESERVATION PURPOSES

061 07-34 04:37 LEC
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CORRECTION SERVICE WASHINGTON WITH SOME SEND IN XXX 1981
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Jody -
Let me have
the info she put
together -
J.C.

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PRESERVATION PURPOSES

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AM-FLORIDA 151D-PICKUP3RDGRF 0230 1-24

GAINESVILLE, FLA. (UPI) -- A U.S. AGRICULTURE DEPARTMENT EMERGENCY BOARD SAID MONDAY IT WILL RECOMMEND THAT GOV. REUBIN ASKEN ASK PRESIDENT CARTER TO DECLARE THE ENTIRE STATE OF FLORIDA AN AGRICULTURE DISASTER AREA.

FRANK POPE, CHAIRMAN OF THE AGRICULTURE STABILIZATION AND CONSERVATION SERVICE'S CROP DAMAGE REVIEW BOARD, SAID THE GROUP ALSO THOUGHT THE GOVERNOR SHOULD ASK THE FEDERAL GOVERNMENT "TO CONSIDER" OTHER EMERGENCY MEASURES, SUCH AS DECLARING FLORIDA A NATIONAL DISASTER AREA.

THE BOARD HEARD TESTIMONY FROM REPRESENTATIVES OF 30 COUNTIES AND NINE DIFFERENT AGENCIES ABOUT THE EXTENT OF THE DAMAGE FROM LAST WEEK'S PROLONGED, HARD FREEZE TO FLORIDA'S AGRICULTURAL ECONOMY. THE BOARD SAID 95 PER CENT OF THE VEGETABLE CROP, 40 PER CENT OF THE CITRUS, 25 PER CENT OF TREE NURSERIES, 25 PER CENT OF THE SUGAR CANE CROP AND 95 PER CENT OF THE TROPICAL FISH INDUSTRY WERE DESTROYED BY THE UNUSUAL COLD, WHICH IT CALLED "WORSE THAN" THE FREEZE OF 1962.

DR. KEN TEFERTILLER, HEAD OF THE UNIVERSITY OF FLORIDA'S INSTITUTE OF FOOD AND AGRICULTURE SCIENCES (IFAS), ESTIMATED THE DOLLAR DAMAGE TO FLORIDA'S ECONOMY AT \$2 BILLION, AND SAID THE EFFECT NATIONWIDE WOULD BE ABOUT \$11 BILLION.

SOME WITNESSES TESTIFIED THAT THE STATE'S LIVESTOCK WAS DESPERATELY IN NEED OF HAY, WHICH WAS WIPED OUT BY THE FREEZE.

OTHERS SAID THAT ONLY BY DESIGNATING FLORIDA AS A NATIONAL DISASTER AREA WOULD THE STATE BE ABLE TO BYPASS FEDERAL RESTRICTIONS ON THE MOVEMENT OF MIGRANT WORKERS FROM THE SOUTHERN PART OF THE STATE TO THE CITRUS BELT, WHERE PICKERS ARE NEEDED TO SAVE FRUIT.

IN MOVING THAT THE ENTIRE STATE AND NOT JUST THE 30 HARDEST-HIT COUNTIES BE DECLARED AN AGRICULTURAL DISASTER AREA, THE BOARD POINTED OUT THAT ONE OF EVERY FOUR FLORIDIANS IS DEPENDENT ON AGRICULTURE FOR HIS LIVING.

PICKUP 3RDGRF: MERNWHILE

UPI 01-24 05:10 PES

1/24/77

Hamilton Jordan -

Paul Warnke

DECLASSIFIED
For: Rec Project
ESDA: NLC-676-(p-2)-2
BY: DATE 12/11/12



THE PRESIDENT HAS SEEN.

DEPARTMENT OF STATE

Washington, D.C. 20520

[Handwritten signature]

January 22, 1977

CONFIDENTIAL

MEMORANDUM FOR: THE PRESIDENT

FROM: Cyrus Vance *cv*

If Paul Warnke were to accept the job of Director of ACDA he would have responsibility for all arms control matters as well as being the negotiator for SALT II. In addition to SALT, he would play a major role in the MBFR discussions which will be given a very high priority and will be lifted out of the doldrums. Further, he would play a major part in the efforts to achieve a comprehensive test ban. Moreover, he would have a major input and role in connection with the US Government's efforts in the field of proliferation and arms transfers. Finally, an additional area which may arise in the next two years is the possibility of discussions with the Soviet Union with respect to arms control in the Indian Ocean.

CONFIDENTIAL

DECLASSIFIED
For Rec Project
ESDNL NLG- 126-62-1-2
BY *[Signature]* NADA DATE 12/11/12